

C O N F I D E N T I A L

25X1

19 January 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
Period Ending 19 January 19841. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

b. Repaving Project - : Despite poor weather conditions, the contractor was able to remove approximately 160 cubic yards of dirt from the Receiving Dock area.

c. CPR Training: The Depot has initiated a training course in CPR which will be given montly by the Depot's medical technician. Nine personnel can attend each running of the course.

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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25X1 d. Installation of the Wang Alliance System - CD: CD's Wang Alliance System became operational during the past two weeks. Already the system is being used for the preparation of the majority of correspondence, such as weekly reports, internal and external memoranda, etc. Over the next several weeks, the use of the Wang will be expanded to include repetitive forms, both in the packing and transportation areas, and the budget for the Depot. []

25X1 e. Roof Repairs - CD: On 10 January 1984, during a heavy rainstorm, several major leaks occurred over the Preservation and Packaging Section area as well as other areas of the Depot. We were unable to contact GSA roof repairmen so several Depot personnel performed temporary repairs to the roof. These actions prevented damage to Depot stocks and permitted the uninterrupted operation of the Preservation and Packaging Section. []

25X1 f. Records Center Expansion: On 12 January 1984, []
25X1 [] from the Office of Information Services and a representative of the Real Estate Branch, OL, met to discuss the shortage of space for records at the Agency Archives and Records Center (AARC). Options being explored to alleviate the problem include the installation of movable shelving, the expansion of the present facility, and the acquisition of an additional facility. Arrangements are being made to meet with the Chief of []
25X1 [] the Base Engineer and the Chief of AARC to discuss the problem and explore the possibility of
25X1 utilizing [] installation for this purpose.
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25X1 g. New Headquarters Building: On 16 January 1984, Contract Documents for Bid Package No. 1, Site Work, Parking Deck, and Building Foundations were received from Smith, Hinchmann and Grylls Associates, Incorporated. In order to speed the bidding process, Printing and Photography Division, OL, is reproducing 100 sets of these documents for GSA. The Invitation for Bid is anticipated for 6 February and the Bid Opening is scheduled for 7 March 1984. []

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h. [] On 13 January 1984, representatives from OL, OS, and OC met with DIA officials regarding various aspects of our acquiring space [] DIA officials stated that they intended to move out of the building in accordance with their schedule; that their first significant moves would commence in May; and that all their moves would be completed by October. They did express their willingness to assist us and it was recognized that we would need to accomplish certain activities to satisfy security and communications requirements. []

i. GSA Takeover: A number of meetings and exchanges have been held between representatives of OL, OS, and GSA regarding a general Memorandum of Agreement delegating certain responsibilities to CIA from GSA. We are very close to reaching an agreement on the document and anticipate that it will be ready for the DCI's signature within the next few days. []

j. NSA Visit: On 11 January 1984, OL officials visited with their NSA counterparts at Ft. Meade. A very useful exchange of information took place in all areas of logistics and OL representatives had an opportunity to visit the NSA construction site. []

3. Significant Events Anticipated During the Coming Week:

None. []

[]
for Daniel C. King []

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